

UNIVERSITY OF NEVADA, LAS VEGAS Purchasing & Contracts Department

MUNIS User Manual

PURCHASING & CONTRACTS DEPARTMENT

MUNIS Volume 7.2 User Manual

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Chapter

Introduction

MUNIS is an ERP solution that integrates the Purchase Order application with our Advantage System.

Tyler's Procurement software gives agencies the ability to easily manage processes associated with requesting, reviewing, contracting and purchasing from vendors. Procurement software manages the entire lifecycle of a vendor, from requisition to purchase, and integrates with other Tyler financial software to provide complete agency-wide organization and efficiency. Applications deliver a variety of power features so that purchasing agents can spend less time on paperwork and more time ensuring that the agencies needs are being met.

1

How to Sign In

- 1) Locate the MUNIS **icon** on your desktop and double-click it.
- 2) The Genero Desktop Client will appear.



- 3) Highlight the **MUNIS Live** line and click the **Start It!** button.
- You will be prompted for your User Name. 4) • Type it in and click **OK**.



5) You will be prompted for your Password. • Type it in and click **OK**.







Requisition Entry

Please Note: Prior to entering a Requisition you will want to make sure the accounts you will be using have available funds, see **General Ledger Account Inquiry** for assistance.

- 1) After logging in, change to ALL CAPS.
- 2) Go to the Tree Menu (Left of screen):
 - o Select **Dept**.
 - Then select **G. Requisition Entry.**



3) You will be directed to the Requisition File Maintenance Screen.o Click the Add New Record button (on toolbar).



 The Dept/Loc field should be automatically populated (highlighted in Blue). Do not change this value unless you are authorized to purchase items for other departments.

5) Tab through the following fields:

- Fiscal Year
- o Requisition Number (highlighted in Blue)

× × × 10	Image: Contract of the second secon	CTS Status 2 Desited Needed by
	Requisition number 90004519 General cosmody Gana General description	Entered 04/13/2009 133 By Initiani
	Verdar Daming	Ship to URL (m) PICCIMU GENETIMENTAREV PICCIMU GENETIMENTAREV DELIVETY HIS SAM ATM MONTH LIG VEAS (M) (19754 Reference
	Line Diy Description	Unit Price Freight Disc % Credit Line Total
	Total Amount	

- 6) When you reach the **General Commodity Code**:
 - Select a General Commodity code by clicking on the **Ellipses** ... within the General Commodity Code field.
 - A list of commodity codes will come up.
 - Click on the Description line to sort the listing.

🔟 Commodity Help		
<u>File E</u> dit <u>T</u> ools <u>H</u> elp		
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Commodity 🔺	Description	<u>^</u>
0125	ZZZ DO NOT USE COMMUNICATION, PAGERS	
0126	COMMUNICATION, TELEPHONE SYSTEMS	
0127	COMMUNICATION, TWO-WAY RADIOS	
0128	COMMUNICATION, ANSWERING/PAGING SERVICE	
0129	COMMUNICATION, LONG DISTANCE SERVICE	
0130	COMMUNICATION, PAY PHONE SERVICE	
0131	ZZZ DO NOT USE COMMUNICATION, FIBER OPTIC CABLES	
0132	COMMUNICATION, COMPONENTS	
0141	CLOTHING, ATHLETIC	
0142	CLOTHING, RESALE	
0143	CLOTHING, LABORATORY	
0144	CLOTHING, MISC	
0145	CLOTHING, UNIFORMS PURCHASE	
0146	CLOTHING, UNIFORMS RENTAL	
0161	COMPUTERS, PERSONAL	
0162	COMPUTERS, PERSONAL ACCESSORIES	
0163	ZZZ DO NOT USE COMPUTERS, PERSONAL PERIPHERALS	
0164	COMPUTERS, PRINTER	
0165	ZZZ DO NOT USE COMPUTERS, PERSONAL TERMINALS/MONITORS	
0166	COMPUTERS, NETWORK EQUIPMENT	~
Search / Filter		Record
	Go 🔳 🕨	1 of 299
		OVR

- Select the commodity code that best fits your type of purchase by double clicking on the commodity code. You will be directed back to the **Requisition File Maintenance** screen.
- Hit tab and the **General Description** field will auto fill with the description.
- 7) Hit tab again and the Status and Entry Date will auto fill.

8) Tab to the **Needed By** field.

• Fill in a date or click on calendar **icon** ¹³³ to select a date.



- 9) **General Notes** replaced the *Post-it Notes*.
 - At least one General Note is required in all requisitions:
 - Name, Building, Room Number, & Mailstop.
 - The General Note is also used to communicate information that is helpful to you buyer to expedite the requisition such as Fax PO to Vendor; RUSH; etc. These types of comments must be entered on a separate Note than the delivery information.
 - Click the **General Notes** ^{€General Notes} button.

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🙆 General Notes		
My Eile Edit ⊥ools	Help	
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Print On PO	Recursion 2009 90904515 Date/Time 2009-04-13 13-15 Print on PD. Cretted By nitseni Print on PD.	
		~
Notes.		OVR

• Click the **Add New Record b**utton.

- The **Requisition; Date/Time;** and **Created By** fields will auto fill. Your mouse will be positioned in the Notes Line field.
- Add your note, and then accept it by clicking on the Green Check
 (Top Left corner).
 - To add another note, click **Add New Record** button and repeat same as above.

General Notes	Heb
√X X № (a :: A :: · · · · · · · · · · · · · · · · ·
Print On PO	Requisition 2009 90904519 Date/Time 2009041319:15 Print on P0. Created By nitsent
	LESLIE NILSEN, CSB 235, MS1033
	OVR

- When you have accepted your last note:
 - Close the **General Notes** screen by clicking on the **Red Box with the X in it** ⊠ (Top Right corner of screen).
 - You will be directed back to the **Requisition File Maintenance** Screen.
- 10) Tab to the **Vendor** field.
 - Select a vendor by clicking on the **Ellipses** ... within the **Vendor Number** field.
 - You will see **Vendor Help** dialog box.
 - Type the first several characters of the vendor's name **or** type in the entire vendor name (this must be entered in **ALL CAPS**).
 - Hit Enter or the **Accept icon** (Green Check ✓).

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		Vendor Alpha OFFICEMA	

- A listing of vendors that matched the spelling you entered will appear. Double click to select the vendor that you will be using.
 - If the address displayed is not the one you need click on the Ellipses ... just after the vendor number. The Vendor Address Help screen will come up. Select the correct address by double clicking on it.

endor Alpha Sort	Address 1	Address 2 Status	
1026 UPPICEMOV, CUNTR	NGT, DONUTUSE	3350 W DOUBLO DH 4 B1-B3 70011VE	
			>
sarch / Filter		Record	

- 11) If your Vendor is not listed, please let us know by **Importing** a note in the **Vendor/Sourcing Notes**.
 - Click on the **Vendor/Sourcing Notes** Evendor/Sourcing Notes button.
 - Click on the **Import** button (Left of screen).



• The **Requisition Notes** screen will appear.

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Туре	Number Dated	By User	Description
Standard	1746 12/22/2006	gonza359	PROVIDE ALL MATERIALS, LABOR, TOOLS SUPPLIE
Standard	4581 03/21/2007	gonza359	NEW VENDOR
Standard	4590 03/21/2007	gonza359	TO BE BID
Standard	5172 04/05/2007	gonza359	PURCHASED IN ACCORDANCE WITH SCOPE OF WOR
Standard	9764 06/30/2007	nilsenl	HAZMAT LISTED. MSDS REQUIRED WITH SHIPMEN
Standard	9765 06/30/2007	nilsenl	PLEASE FAX PO TO VENDOR
Standard	18460 12/11/2007	gonza359	DELIVERY AND INSTALLATION OF THIS ORDER MU
Standard	22867 04/10/2008	gonza359	ADDENDUM TO FREIGHT TERMS VENDOR MAY SHIP
Standard	22868 04/10/2008	gonza359	PLEASE SHIP FED EX EXPRESS
Standard	29313 07/25/2008	munis	PURCHASED IN ACCORDANCE WITH SCOPE OF WOR
Standard	29315 07/25/2008	munis	PURCHASED IN ACCORDANCE WITH SCOPE OF WOR
Standard	29317 07/25/2008	munis	PURCHASED IN ACCORDANCE WITH SCOPE OF WOR
Standard	29324 07/25/2008	munis	COMPETITIVE EXCEPTION APPROVED ON XXXXXXX
Standard	29326 07/25/2008	munis	(INSERT #) COMPETITIVE QUOTES RECEIVED SEE
Standard	32519 09/04/2008	gonza359	STATAUS OF REQ
Standard	33585 09/23/2008	gonza359	Radioactive Materials License 03-13-0305-0
Standard	36209 11/21/2008	gonza359	PURCHASED IN ACCORDANCE WITH QUOTE NUMBER
Standard	37352 12/29/2008	gonza359	All federally funded purchases must comply
Standard	39493 02/27/2009	gonza359	THE ABOVE PURCHASE ORDER NUMBER AND DEPAR
Search / Filter			Record
MT			Go () 2 of 19

- Select **New Vendor** (#4581) by Double Clicking that line.
 - Click the Update the Current Record button.
 - Fill in the requested fields.
 - Make sure the Vendor Application & W-9 Forms are sent to the Vendor. (You can get these forms on our Website at:

http://purchasing.unlv.edu/Ho w%20to%20do%20Business.ht ml 🗸 🗶 | 3, 🖻 🛍 | 🔩 | 🗛 🔚 | 🖪 📝 🗙 | 3, 🖻 🖨 🔛 👿 🖉 | 6 🖉

VENDOR APPLICATION STATUS: SENT TO VENDOR

Requisition 2009 90904519

Date/Time 2009-04-13 19:40

 Created By
 nilseni

 NEW VENDOR
 NAME: OFFICE INC.

 PHONE #: 702-555-1212
 FAX#: 702-555-1214

 CONTACT PERSON:LINDA SMITH
 CONTACT PERSON:LINDA SMITH

ON 4/13/09.

1 of 1

Vendor Sourcing Notes My File Edit Tools Help

Print On PO

Import

 When the fields are complete, accept the note by clicking on the Approval icon ✓ button.

 Close the Vendor/Sourcing Notes screen by clicking on the Red Box with the X in it Z.

12) You will then return to the **Requisition File Maintenance** screen.

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Print on PD.

• The **Entered By** and **Ship To** will be populated with default values.

Requisition File A	Aaintenance - MUNIS [*** TEST DB Refreshed Tue Mar 03 ***]
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	Main Teme/Mocelaneous
	Dep/Lec 277 PUROM/SNG & CONTRACTS Subur Created Faced year 3009 © Cameri Next Next
	Vender 405 m @ Committed Name OPPICEMANC CONTRACT, INC PO maling 10 m CONTRACT, INC PO maling 10 m CONTRACT, INC INDEZ ELPSTROM AVE CONTRACT, INC INDEZ ELPSTROM AVE INC (000 HT INC), INC INDEZ ELPSTROM AVE INC (000 HT INC), INC Remit INC (000 HT INC), INC
	Line 1 Dire 2 Decoption
	C
	H C lot l b H M
r the name to referen	nce on vendor's shipping document.

13) Tab to the **Reference** field.

• Fill in with the name of a **Contact Person** from your dept. and their full **Phone Number including area code**. This will be printed on the PO.

× , , , , , , , , , , , , , , , , , , ,	191 M E 1917 X				
	Main Tems/Miscellaneo Dept/Loc Fiscal year Requisition number General connodity	217 GB PURCHASING & CONTRACTS 2009 © Cuerri Next 90904519 0081 G PERCE SUPPLIES	Statu Need Ente	s 2 Created led by 04/30/2009 613 red 04/13/2009 613 By Initiani	
	General description Vendor Name PO maing I USAS VE Remit	OTTICLE SUPPLIES	Ship to	IAM INDE	*
	Line Qty Desc	pton	Unit Price	Freight Disc % Credit	Line Total
	Total Amount	.00]			

- If you have a Cash With Order Requisition, press the tab key to get to the Terms/Miscellaneous Tab.
 - If NO Cash With Order needed, Click on the Accept icon
 button and you will be directed to the Line Detail screen. (Skip to Step# 19 on page 13).
- 15) Tab through the following fields (no entry required in these fields):
 - Discount %
 - o Freight %

Requisition File Main	intenance - MURIS [*** TEST DB Refreshed Tue Mar 03 ***]	🛛
My Elle Edit Iools Help		
	ti (A) E (P) / X (B) E = E = E = E = C (C) + CC Man TemuMicoloreous	
	Discust 1: 000 Contact Fingit anth-funds Bib Bib Bib Bib Bib Bib Bib Bib	
D.	Line Dy Desception Unt Pice Freight Disc % Cledit L	Line Total
<		X M
Tot	otal Amount .00	
l l	H d lofl + H db =	
Enter the discount offered on t	n the unit price (10.00 = 10%).	OVR

- 16) The Method/Terms field will default to Net 30 Days.
 - o This should remain unless you need a Cash With Order or Auto Payment Schedule.
 - If so, delete the *Net 30 Days* wording and type in CASH WITH ORDER or AUTO PAYMENT.

Main Temo/Micelaneous		
Decourt % 000 Imply cells with 011 20 CM V Bits 1002 mml Uncly individual N11 20 CM V Special handing N1 HONE	Context Number Description Work order Number Description Task Organization	2 (
Abcoston		
holy organic of orenges.		
Line Qy Description	Unit Price Freight Disc % Credit Line 1	[otal

17) Tab to the **Bill To** field.

o This will default to your Mail Stop.

• If you need to change the Mail Stop, click on the ellipses and a listing of valid Mail Stop codes will appear. (If you are unsure, leave it on the default value). *This is an important step as this Mail Stop code will be used to ensure your invoices are mailed to you directly and NOT Accounts Payable.*

🐱 Requisition File A	laintenance - MUNIS [*** TEST DB Refreshed Tue Mar 03 ***]		
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✓ X X № 18	Nan Temo/Nocelaneous		
(Decourt 1: 000 Freidr X 000 Con Freidr Renth Yams Nit 10 Other Bit to Construction On Unit Vision On One Sector One One One One One One One One One	Contract Number (m) (m) Cecciption Work order Number (m) Description Tack (0 (m))	
	Advastion Buger Buger Buger Fre-sise Fre-sise Fre-sise Fre-sise Fre-sise Fre-sise Fre-s		
	Line Discription Un	it Price Freight Disc % Dredt Line T	otal 🔿
	(i)		> ~
	Total Amount .00		
Enter the bill to code/num	ber.		OVR

18) Tab through the following fields (no entry required in these fields):

- **Special Handling** (it defaults as N-NONE)
- Allocation field
- o Buyer field
- Review field
- **Type** (it defaults as N-NORMAL)
- Notify originator when converted to PO
- Notify originator of overages

- Contract Number
- Work Order
- 19) The Line Detail screen will appear.
 - Enter your **Quantity**.

Fiecel year 2009	Number	909	04519	Live 1				
Datal Quantity Connodity Inventory Item Location Type	O Pick total	2 	- 6 2	Unit price UDM Freight Discourt perce Credit Line item total	0000			
Description	Add Des	Notes]						
Hiscelaneous								
Vendor 1099 box Bid	4106	Dept/Loc Required by Requested by	217 C	PURCHASING & CONTRAC	75	Fixed accet N Sel Notify buyer Amount publication	UNKNOWN	
Seg 1 Acco					Description	Anount	Bud	

20) Tab to **Commodity**.

• Click the **Ellipsis** ... and the commodity you used in Main Tab will appear in the Commodity Help Screen.

🐻 Commodity He	lp 🔳	
My Eile Edit ⊥ools	Help	C
I 🗸 🗶 🐘 I	® ® M ≡ G D' × G D 4	🖳 »
	General commodity 0681	
Enter a general comm	odity (type 2).	OVR

- Click on the **Accept icon** \checkmark to accept this line item.
- A **Commodities Screen** will appear.

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	-mail and in			
Commodity	Туре	Description	Object UOM	Price
0681-30-11	4	SUPPLIES-LAB		0.0
3681-30-12	4	SUPPLIES-OFFICE		3.44
0681-30-13	4	SUPPLIES-OTHER		7500
0681-30-14	4	SUPPLIES-RESTAURANT		0.0
3681-30-16	4	NON-INVENTORY EQUIP/FURNITURE		94.48
3681-30-18	4	ON LINE ELECT SUBSCRIPTIONS		0.0
3681-30-21	4	INDEP CONTRCTOR FEES		0.0
3681-30-22	4	REIMBURSE IND CONTRACTOR TVL		0.0
3681-30-23	4	OTHER CONTRACTED SERVICES		0.0
3681-30-25	4	FIELD TRIP EXPENSE		0.0
3681-30-26	4	REGSTRTN/CONF/TRAINING FEES		0.0
J681-30-28	4	SECURITY EXPENSE		0.0
3681-30-30	4	POSTAGE		0.0
3681-30-31	4	FREIGHT/DELIVERY EXP		0.0
0681-30-32	4	BOOKS/PUBS/PERIODICALS		0.0
3681-30-33	4	LIBRARY SUPPLIES		0.0
3681-30-35	4	LIBRARY SERVICES		0.0
0681-30-37	4	INSURANCE-GENERAL		0.0
3681-30-38	4	INSURANCE-SPECIAL PURPOSE		0.0
3681-30-39	4	INTEREST EXPENSE		0.0
Search / Filter			Record	
	F		32 of 521	
	L		on on one	

- Select the **Object Code** and the **Sub Object Code** that best fits your purchase by **Double-Clicking it** (*Example*: 0681-30-12).
- 21) Tab through the **Item** field.
- 22) Enter the **Unit Price** and **Unit of Measure** (*Example*: LOT, EA, MO).

Fiscal year 2009	Number	9090451	Line	1				
Datal Quantity Comodity Inventory Inventory Inventory Inventory Inventory Inventory Inventory	1 0681-30-12 Petit tekart Purchare) () () ()	۲	Unit price UDM Discourt per- CedR Line item total	5 000 (0) (0) (0) (0)			
Description	SUPPLIES-OF	Notes			1			
Miscellaneous								
Vendor 1099 box Bid	4026	Dept/Loc 217 Required by 047 Requested by	CC PURC 30/2009 100	HASING & CONTRACT	's	Fixed accet N Standard Notify Income Amount publications	UNENOWN	
Seg 1 Accou	d				Description	Anount	Bud	

- 23) Tab through:
 - Freight
 - **Discount Percent** (If Discount Percentage by vendor is given, then enter here)
 - Credit
- 24) Enter the **Line Item Description** (IN ALL CAPS). This must be a complete description of the item you are purchasing (part name, number, and item description). *For <u>multiple items</u> you must use <u>multiple lines</u> on the requisition.*

Cine Detail	n										
Why Die Edit Ion	ois Help										
XXX	ALE	BDXXB	[] - []	國國 (001	39					
-	Regulation										
	Fiscal year 2009	Number	90	304519	Line 1						
	Detail										
	Quantity	1	0			Unit price		5 00000			
	Conmodity	0681-30-12				UDM	EA				
	Inventory					Fieight		.00			
	lam			3		Discount percent		0			
	Location			-		Credit		.00			
	Type	Pick tesket				Line item total		5.00			
		Purchase									
	Description	3 FING BIND	ER. PART# P11	5009, HEAVY1	DUTY 51						
		Add Dest	Notes								
	Manelaneous										
	Vendor	4026 []	Dept/Loc	217	PURCHA	ING & CONTRACT	5		Fired accet N		
	1099 box	~	Required by	04/30/2009	10				Notify buyer		
	Bid		Requested b	v	(Amount justification:	UNKNOWN	
	Seg 1 Acco	unt					Descri	pton	Amount	Bud.	
	16 .4	0 st 0		日科目							
Loss descention											
Long description.											OVE

Copy GL Acct	Fiscal year 2009	Number	90904519	Lee 1				
Back to Line Contract Acots	Detail Quantity Connodiy Inventoy Item Location	1.0 0681-30-12	- 1 (d) 1 (d)	Unit price UDM Freight Discount percent Credit	5 0000 EA 00 00			
	Туре	Pick toker Purchase		Live item total	5.00			
	Description	GPAdd Desc Notes	1P115009, HEAVY 0	UTY 5".				
	Vendor 1099 bos Bid	4026 DeptAs Require DS Require	x 217 d by 04/30/2009 fed by	PURCHASING & CONTRACT	\$	Fixed accet N P	UNENOWN	
	Seg T Accor	unt			Description	Amount	Bud 5.00	

25) Tab through all remaining fields until you get to the Account field.

- Enter the **Account Number** you want to use. Enter in the fund, the agency, the organization number followed by **.00**, then the object code. (*Example* 2221-208-0870.00-30)
- Tab until the amount is highlighted (on the Account line). **Due to our current financial systems only one account may be used per line item.**
 - If you do not have funds available in the account that you chose to use, you will get an error message and you may not be able to complete the requisition.
 - Check your account balance in GL Inquiry, Data Warehouse or Advantage to make sure you have enough funds available for your requisition.
- Click on the Accept icon **V** to accept this line item.
- 26) You will remain on the Line Item Detail screen. You may do one of the following:
 - Update the information you have entered by clicking on the Update the Current Data D button.
 - Add a second line item to your Requisition by clicking on the Add icon
 - Accept the information by clicking on the Accept icon \checkmark .
 - Close the Line Detail screen by clicking on the Red Box with the X in it.
 - You will be directed back to the **Requisition File Maintenance** Screen.

- If you get an **Error Message** (Error Messages show at the Bottom Left of your screen), you may be using an account with insufficient funds.
 - Use a different account or wait another day (remember MUNIS is one day behind ADVANTAGE).

Copy GL Acct	Fiscal year 2009	Number	90904519	Line 1				
Each to Line	Detal Quantity Connocity Inventory Item Location Type Description	1.0 0681-30-12 Pack takat Pachase 2 PRNS BINDERL	WITE PT15005, HEAVY	Unit price UDM Freight Discourt percent Credit Line item total	5 00000 EA 00 00 5 00			
	Miscelaneous Vendor 1099 bos Bid	408	rep/Loc 217 lequied by 04/30/2001 lequinted by	PURCHASING & CONTRACT	5	Field accet N	UNENDWN	
	Seg T Accou	n			Description	Anount	Ilud	
	01 E -			(5.00	Î

- 27) Attach necessary documentation such as Vendor Applications; W-9; Quotes and Competitive Exception forms by clicking on the **Paper Clip icon** (at Top of your screen, on the toolbar).
- 28) Click on the **Release** button (at Left Side of screen) to send the Requisition to the appropriate Approvers.
 - After releasing, your Requisition will change from a 4 to a 6 or 8 Status depending on your MUNIS profile.

Requisition File M	aintenance - MUNIS [*	** TEST DB Refreshed Tue Mar 03 ***]				
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	Main Temo/Miscellane	1000				
Switch Form	0		1	El esterni		
Line Detail	Encolman	217 Publicity Control Control 15	(Soan	As b Preseased)	
	Requisition number	91904519	Cat	MALE MALE AND	Re nitred	
Releace	General commodity	0681		10000 EL	of laters	
Approvers	General description	OFFICE SUPPLIES		General Notes		
Activate			<u> </u>			
Allocate	Vendor	4826 😰 🗌 Committed	Ship to	UNL		
Notes	Name OFFI	DEMAX CONTRACT, INC		RECEIVING DEPARTMEN	TAINLY	
Com	P0 mailing	19 OFFICEMAX		4505 MARYLAND PARKW	/AY	
	JANE	T DANIELS		DELIVERY HRS: 84M-4PM	4 MON-FRI	
GL Allocations	1082	2 ELFSTROM AVE		LAS VEGAS	NV 89	1154
GL Summary			Belevence	ROLANDO MOSOLIEDA 2	12,895,2561	
Turining County	LAS	VEGAS NV 89166	() () () () () () () () () ()	100400 100400041	00.007.001	- 1
Thanking Counter	Remit	1 OFFICEMAX CONTRACT, INC				
	-					
	Condor/Sourcing N	otes				
	Line Qty De	scription	Unit Price	Freight Disc %	Credit	Line Total
	1 1.0 SU	PUES-OFFICE	5.	. 000 000	00 00	0
	<					X V
	Total Amount	5.00				
	H 4 1	of 1 F H di				
						OVR

29) Click on the **Approver** button (at Left Side of screen) in order to view the approval status of your request.

How to Approve/Reject a Requisition

- 1) After logging in, change to ALL CAPS.
- 2) Go to the Tree Menu (Left of screen):
 - o Select Dept.
 - Then select I. Requisition Approvals.



3) If there are NO Requisitions in your cue to approve, this screen will appear:



4) If there ARE Requisitions in your cue to approve, this message will appear:

A De For Tone De	11 4		BDXX	N-09							
Sot	Code V		Reg #	Entered by	Description test	Type	Anount	Justilication 00 Tigt Revealed	RevC	Convert	-
Approve Diffees Approve Dept		2009 2000 2000 2000	90904522 90904525 90904525 90904525	norqueda norqueda norqueda norqueda	FURNISHINGS, CLASSROOM FURNITU ENTERTAINMENT, FIREWORKS ENTERTAINMENT, FIREWORKS FOOD & BEVERINGE, BOTTLED WATER	VER VER VER		300 00 Not Needed 300 00 Not Needed 300 00 Not Needed 100 00 Not Needed			
Approval Commercia		2009	90904529	gonza358	FOOD & BEVERAGE, FOOD AND DAIR	VER		100.00 Not Needed			
	e										×-
a has arder conserved b	-	1									040

- 5) All requisitions awaiting approval will be displayed. This screen displays the Fiscal Year, Requisition Number, Originator, Description and the amount of the requisition. In many instances there will only be one RX displayed.
- 6) Click the **Update icon** \mathcal{I} .
 - The first Requisition will be highlighted for you.

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7) Move the cursor to the desired line and click on the **View Requisition** <u>View Requisition</u> button.

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8) The **Requisition File Maintenance** screen will appear.

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- 9) Review the information on the requisition such as the Vendor Name and the Total Amount.
- 10) If any changes need to be made, click on the **Update icon**, then go to the desired field and make the change.
- 11) Click on the **Notes** button to view any notes associated with this requisition.
 - If there are no Notes for this requisition, you will see an error message in Red at the **bottom, left** of this screen saying "No notes exist for this Requisition".
- 12) Choose the **Accept icon** *I or the* **Line Detail button to view the** individual line items and the description of what is being purchased.

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- 13) To return to the **Requisition Approval** screen, close out the **Requisition File Maintenance** screen by clicking on the **Red Box with the X in it** ⊠ (Top Right corner of screen).
- 14) Type one of the following for Approval in the **Code** column (in CAPS):

Requisition Appr	oval - M	UNIS [*	*** TEST DE	BRefreshed Tue Mar O	3 ***]					
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• **H** – The system will hold the requisition.

- You will then be directed to the **Comment** field for notes on why you are putting this requisition on hold.
- It will remain in hold status in this screen until processed as an Approved or Rejected status.
- Click the **Approve** button or hit **Enter** to accept the hold.
- An email will be sent to the originator notifying them the requisition is placed on hold; see email notification example on the next page.

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610	(munis@univ.nevada.adu)	CC	
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- \circ **A** Approves the requisition.
 - If the requisition requires a single approver, then this approval turns the requisition status to 8-Approved. (The requisition is then ready for conversion.)
 - If multiple approvers are necessary, this approval will send the requisition to the next approver. (The document will remain in status 6 until the final approval level has been completed.)
 - You will then be directed to the **Comment** field. You may add a comment if needed.
 - If not, hit enter and the requisition will disappear from this screen and will be approved.
 - An email will be sent to the originator notifying them the requisition has been approved; see email notification example on the below.



- \circ **R** Rejects the requisition.
 - A message will be displayed alerting that the requisition will be closed. (This will change the status to a 1 on the requisition and will send the requisition back to Requisition Entry.

- Answer YES to Reject and a Standard Note screen will appear.
- Enter the reason for the rejection and click on the **Accept icon** ✓ button.
- An email notification will be sent to the originator, alerting that the requisition was rejected and why.
- The department will be able to access this note by bringing up the requisition and make corrections.
- Note: The previously allocated funds for the requisition will be released for other requisitions.
- An email will be sent to the originator notifying them the requisition has been rejected; see email notification example on the below.

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- 15) Choose the Accept icon ✓ button to process the Approvals, Rejections and Holds batch.
- Close the Requisition Approval screen by clicking on the Red Box with the X in it.



17) Once the Departmental Approval is made, the requisition will be routed to the appropriate Buyer in the Purchasing Department for to convert the requisition into a Purchase Order.

How to Look Up a Vendor - Vendor Inquiry Screen

- 1) Go to the Tree Menu (Left of screen):
 - o Select Dept.
 - o Then select C. Vendor Inquiry/Reports by Double Clicking it.



- 2) The **Vendor Inquiry** screen should appear.
- 3) Click on the **Search icon** ^M (on the Toolbar).
- 4) Then Tab down to the **Name** field.
 - Type an Asterisk * before and after your Vendor Name. (The Asterisk is a **Wild Card** that will pull up any vendor name with your search name in it.)

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- 5) Hit **Enter** or the **Accept icon V** (top Left).
- 6) Your search should reveal your Vendor. See the **Page of** field to see if there are more selections.

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- 8) If you cannot locate your vendor using the **Name** field:
 - You can search by virtually any field on this screen.
 - Click on the **Search icon**^M.
 - In any field, (*Example:* the **Address line**) use the **Wild Card** * before and after for a more thorough search.

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- It will bring up every vendor in the MUNIS System with that address. There may be multiples.
- Use the Arrow keys **H** 1 of 2 **D** to finish your search if applicable.
- If you still cannot find your vendor, please send them a new Vendor Application & W-9 form to fill out. You can find these forms on our website at: http://purchasing.unlv.edu/PDF_Files/NEw%20Vendor %20App%201.30.07.pdf
- Once you receive this back, you can attach them to your Requisition **Electronically**.

General Ledger Account Inquiry

- 1) From the Tree Menu:
 - Click on **Dept.**
 - Then Double-Click on **A. G/L Account Inquiry.**



2) The G/L Account Inquiry screen should appearo Click on Seg Find.



- 3) The **Find by Segment** screen should appear.
 - o Enter in your
 - Fund, Agency & Org + SubOrg (if you DO NOT have a SubOrg, enter .00). See example below. Then hit Enter to start your search.

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	Percent Used		
	Fiscal year 2009		
	Fiscal year 2010		
	Fiscal year 2011		

4) There are three Account Tabs associated with the **GL Account Inquiry** screen that give balance and expenditures: *Current Year; 4 Year Comparison; and History*.

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nthe	Object 30	GENERAL OP	Туре	Expense 🖂	Status	Active 🕑	🔊 Bud Group		
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- 5) You will be automatically on the 4 Year Comparison Tab.
- 6) Below is a Field Descriptions for clarification on any of the fields in this screen.

Field	Description
Fund	The fund (or account segment 1) to query.
Org	The org code for the account to query.
Object	The object code of the account to query.
Project	The project code, if applicable, of the account to include in the query. Project codes are optional. Click the folder button for additional details on projects associated with this account.
Account	The full general ledger account number. You can enter this number during the Find process; if you enter the org and object codes for the account, the program completes this box with the full account number.
Account Name	The general ledger account description. The program completes this box according to the org/object code or account number entered; this box is accessible during the Find process.

Туре	The type of account: balance sheet, expense, revenue, or statistic. Select the blank option to include all types.
Status	
	The current status of an account: active, inactive, next year, or closed. An account's status determines whether it appears on reports and if transactions can be posted to it. Active is the most common status. Active accounts can appear on all reports displaying account information and are generally available for posting. Next Year status indicates that a particular account is only available for next year budget entries and reports. You cannot post transaction to this account in the current year. The status of the account automatically changes once the Year End Close process is completed. Inactive status prevents all posting to the account. Accounts with the inactive status do print on all reports. An account can be rendered inactive at any time in the fiscal year, regardless of the presence of current year transactions. The account can be reactivated at any time. Closed status indicates that an account is completely closed to all input and only prints on those reports offering the option to print closed accounts. You may not enter any transactions against it. An account is designated as Closed if there has been no activity - other than budget activity if the fund is a multiyear fund - posted to it in the current year.
MultiYear Fund	This check box indicates that the account is part of a multiyear fund.
Budget Group (These boxe process.)	es are available when you click Bud Group during the Find
Rollup Code	This box contains the rollup code associated with the account.
Rollup Year	This box contains the fiscal year for which the rollup is valid.
Rollup Program	This list indicates the program for which budget the rollup group controls.
Current Year Tab (Fields o available if the selected ac	n this tab vary according to account type. This tab is not count is in a NSFY fund.)
Balance Sheet Account (Balance Sheet Account (Balance Sheet Account)	alance sheet accounts display three columns: Current Last Year.)
Starting Balance	The account balance at the beginning of the identified accounting period (current month, current year, or last year).
Activity	The amount for account activity during the identified account period (current month, current year, or last year).
Ending Balance	The most recent account balance (the starting balance less any activity amounts).
Memo Balance	The general ledger memo balance.
Revenue Account (Revenu	e accounts display two columns: Current Year and Last

Year.)	
Orig Est Rev	The estimated amount of the original budget for the
	current or last year.
Est Rev Adj	The estimated amount of the transfers in and transfers
	out for the current or last year.
Rev Est Rev	The estimated amount of the revised budget for the
	current last year.
Actual YTD Rev	The actual amount of the revenue for the current or last
	year.
Remaining Rev	The remaining revenue for multiyear accounts.
Percent Collected	The percentage of the estimated revenue actually
	collected.
Expense Account (Expense	e accounts display two columns when carryforward
monies are not snown: Cui	rent Year and Last Year; expense accounts display three
GAAP, and Totals.)	a monies are included. Current Tear, Carry Forward,
Original Approp	The starting account balance.
Budget Xfrs/Adj	The total of the transfers in and transfers out.
Revised Budget	The revised budget amount after adjustments.
YTD Actual	The actual balance at the end of the fiscal period or
	year.
Encumbrance	Amounts intended for a specific purpose. The
	encumbrance balance provides the total amount
	marked for outstanding purchase orders from the
	encumbrance amount
Requisitions	The amount for orders placed against the account but
•	not yet deducted (that is, the total amount encumbered
	through requisitions).
Available Budget	The total available budget.
Percent Used	The percentage of the total budget that has been used.
Inception	The inception to start of year balance plus the actual
	balance in the account.
Statistic Account (Statistic	accounts display two columns: Current Year and Last
Year.)	The solution of fact the Construction
Original Goal	The original amount for the fiscal year.
Goal Changes	The amount of transfers in and transfers out.
Revised Goal	The revised budget alter adjustments.
TID ACTUAL	The actual year-to-date balance.
Percent Complete	amount.
4-Year Comparison Tab	
Yr/Per	Fiscal years for standard fiscal year accounts are the current year; fiscal years for nonstandard fiscal year account are the fiscal year based on the ending fiscal date of the nonstandard fiscal year (the calendar year in which the fiscal year ends will be the fiscal year for the fund).

Original Budget	The original adopted budget amount for the identified fiscal year.
Transfers In	Adjustments made to the original budget amounts. Budget Transfers In: The total budget amount transferred into an account from another account. Click the folder button for additional account details, if available.
Transfers Out	Adjustments made to the original budget amounts. Budget Transfers Out: The total budget amount transferred out of an account to another account. Click the folder button for additional account details, if available.
Revised Budget	The new budget amount after adjustments. Budget revisions can be the result of budget transfers or year- end purchase order processing.
Actual (Memo)	The most current balance of the account; it is updated as transactions are entered. It is the real-time, online balance. Click the folder button for additional account details, if available.
Encumbrances	The amount of money intended for a specific purpose. The encumbrance balance provides the total amount marked for outstanding purchase orders from the account. The available budget is reduced by the encumbrance amount. Click the folder button for additional account details, if available.
Requisitions	The amount for orders placed against the account but not yet deducted (that is, the total amount encumbered through requisitions). Click the folder button to create an active set of requisitions for the associated year and account in Requisition Entry. The Requisition Entry program finds all requisitions for the selected fiscal year that contain the selected account on at least one detail line, that are status 4-Allocated or greater, and that have no associated contracts, or if there is a contract, it does not encumber GL accounts. Requisitions are display-only; however, you may add or import notes.
Inception to Date	The inception to start of year balance, <i>plus</i> the actual balance in the account, <i>plus</i> the amount in the encumbrance balance for multiyear funds.
Available	Amount remaining in the account.
Percent Used	Percent of the budget that has been spent, transferred out, or encumbered. If you use percent as criteria for the Find process, type the smallest percent used you wish to find. For example, if you enter 10, the program finds 10 and everything up to 100 percent.
History Tab (The History ta	b displays columns for the current fiscal year and the
three years prior.)	

Orig Bud	The original adopted budget amount for the current year is the amount that was activated as a result of an update from the Budget Completion Journal on the Budget menu.
Rev Bud	The new amounts if the original budget is updated. Budget revisions can be the result of budget transfers or year-end purchase order processing.
Actual	The most current balance of the account; it is updated as transactions are entered. It is the real-time, online balance.
Act/Bud %	The percentage of budget to actual.
Incep Original Budget	The amount representing the original multiyear budget for multiyear accounts.
Incep Revised Budget	The multiyear budget as revised for multiyear funds.
Incep Activity To Date	The inception to start of year balance, <i>plus</i> the actual balance in the account, <i>plus</i> the amount in the encumbrance balance for multiyear funds.
Unencumbered Balance	The value of the Inception Revised Budget box less the value of the Inception Activity to Date box.
Encumbrances	Money intended for a specific purpose. The encumbrance balance provides the total amount marked for outstanding purchase orders from the account. The available budget is reduced by the encumbrance amount.

Reference Your MUNIS Issued Purchase Order

There are three ways to do this.

- o ADVANTAGE
- o Data Warehouse
- o MUNIS

ADVANTAGE

- Type an "L" in Action and "OPOD" in Screen. Then type "N" in Action and press enter.
- Tab down to the first space under PO Number and type in your PO number and press enter. This will bring up your PO with several other PO numbers.

Advantage		
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10- 20900461		
11- 20900462		
12- 20900463		
13- 20900464		
14- 20900465		
15- 20900466		
Connected to mustang.net	evada.edu port 23 1/10 NUM 17:57:36 IBM-3278-2-E - TC	P20260 .:

- Type an "L" in action, Tab down to the line where your PO number is and pres enter.
- This will take you to the "OPOH" screen.
- Once in the OPOH screen you will be able to view some basic information for your PO such as:



- PO number; MUNIS vendor number and name.
- PO issue date and close date.
 - Amount of the purchase order; Amount liquidated against the purchase order; and the remaining balance on the purchase order.
- Next you can type an "L" in Action, hit Enter. This will take you to the "OPOL" screen.



- This will show you each line item and its dollar amount.
- If there are multiple lines on the PO then hit Enter to view each line.

Data Warehouse

• Go to Business information and select Document Look-up.



In the Enter a Document Number field enter your MUNIS PO number.
 In the Select a Document Type filed select PC-Purchase order Centralized.
 Click the Cross Reference button to perform the search.

	Document Lookup	
E	nter a Document Number: 20702211 PC - Purchase Order (Centralized)	

• There will be displayed your PO number and additional entries. Click on your PO.



• Each line, the account line used, and the original order amount, expended amount, and open amount will be available.



• If you use the back arrow source you will be able to view the previous screen and look up the invoice info as well as the data regarding the check issued.

<u>MUNIS</u>

- Go to the Tree Menu (Left of screen):
 - Select **Dept**.
 - Then select **D. Purchase Order Inquiry** screen by Double Clicking it.



• Click the **Find** the button. This will position you in the purchase order number field of the inquiry screen.

Accounts	P/D Nunber	PO Inquiry Find	
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GIFind	DeptLoc	✓X > %@ @ #E [0/ ×]0.6 ×	
adal Fied	See Connodity	Pushase Order	
man e FG	Requisiton	Deale Date	
Tanges	Contract	Needed by Date	
Activity	Detail	Statu	
sprivale	Line Dideod Liquidated Bis	Type	
		Gen Connodiy	
		Regulation No	
	TOTALS	Contract	
	Liquidated	Work Order	
	Balance	Vendor Gratu	
		Name	
	DC Receiving IDC PD Noter	Generalityce	
		Class code	
		Geographic code	

The most common way to find a purchase order is to type in the purchase order number or the requisition number and then click the **Accept** button.

- The Purchase Order Inquiry screen has summary information about the purchase order header and detail. It shows how much has been liquidated against a purchase order and the open balance.
- The Header section contains information relative to every Line Item PO Number, fiscal year/period the PO was created, Department/Location, Vendor Number, etc.
- The Line Item section contains specific information on dollar amount ordered, amount liquidated, and balance.

× ×⊪ ∽	© S A ⊨		is n m k	1 (\$) (\$)	α)	
Accounts Invoices GL Find Detail Find	P/O Number Fiscal YI/Per Dept/Loc Vendor Number Gen Commodity Requisition				Create Date Change Date Status Type Review code Work Dider	Header Section
Antinia	Conitact Line	Ordered	Liquidated	Ralance	Activity	
Action Keys	n s	Ē	ine Deta	ail Sec	tion	
Action Keys	n 5 10TAL (Receiving) (27 PO		ail Sec	tion	

Action Keys are found to the left of the purchase order header information. Each action key provides basic data including.



<u>Accounts</u> - Displays all of the GL Accounts for the current purchase order with the order amount and balance.

Invoices – Summarizes invoice information related to the purchase order. We are not paying from MUNIS so this feature is unavailable.

<u>**GL Find**</u> – Tool to find all purchase orders with a particular G/L Account. To query click the Find button, enter your information then click on the Accept button.

Detail Find - Queries the active set of purchase orders by line item detail, i.e. information that comes from Commodity, Inventory; Fixed Assets (Y or N), 1099 and Bid information.

<u>Changes</u> – Displays any changes for the purchase. For example, liquidation information, conversion of requisition to PO, and general status changes.

<u>Activity</u> – Displays all activity associated with the current purchase order including the user ID of the person who performed the activity, the date of the activity, and document information.

<u>Approvals</u> – Displays all workflow activity for a particular purchase order.

Saving Your Requisition Number for Later Referencing

Option 1: Printing Your Requisition

- If you have your requisition on the screen in MUNIS then you can print directly from this screen.
- If you need to bring up you requisition click on the search icon the button, type in your requisition number in the **Requisition Number** field and hit Enter.

Requisition File M Hy Ele Edt Iools He V X X Ro Ele	aintenance - MUNIS (**** b 11 M E Q 7 × Main Tema/Nacelaneo	TEST OB Refreshed Toe Mar 03 ***) (요. 한 종 문) 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1						
Switch Form Line Detail Release Approvers Activate	Dept/Loc Fiscal year Requisition number General connodity General description	217 PURCHASING & CONTRACTS 2009 Curret Net 2009 Curret Net 2009 Food PURCHASING & CONTRACTS 2009 Curret Net 2009 Food PURCHASING & CONTRACTS 2009 Food & Severage, Food and Date PURCHASING & CONTRACTS	Statu Neec Ente	e (ded by (med (Seneral Notes	Rejected M/30/2009 818 M/17/2009 818	0y goreal6	9	_
Alocate Notes Copy GL Alocations GL Summary Training Course	Vendor Nane OFFICI PO maling 1 441 LA CASPE Renit CASPE		Ship to	UNL RECEIVIN 4505 MAF DELIVER LAS VEGI 000000	IS DEPARTMENT YLAND PARKWA Y HRS: GAM-4PM AS	T/UNLV RY MON-FRI NV	89154	
	Line Oty Desc 1 1.0 bost Control Amount 100 If Control 100		Unit Price 100.0	Freight	Disc %	Credit 00 0	Line Tot	

• You may now hit the **Print icon** button. You will get an *Options* window. You should always select *Req Format*. Click



• You will next see a *Printing Options* window. These options will default. Click the **Accept icon** ✓.

SAVING YOUR REQUISITION NUMBER FOR LATER REFERENCING

🛛 Printing Options 📃 🗖 🔀
My File Edit Tools Help
Full GL Account Number Org/Dbj Print G/L account(s) description with each line Print vendor SSN/FID Print authorized by signature line Print user-defined fields
Select print option.

• You will next see a *Print* window. Your default printer should automatically be selected. You may now click *OK*.

Print	? 🛛
Printer	
Name: HP LasesJet 1022	Properties
Status: Ready	
Type: HP LaserJet 1022	
Where: USB001	
Comment:	Print to file
Print range	Copies
	Number of copies: 1 🛨
C Pages from: to:	
C Selection	1 1 2 2 3 3 Collate
	OK Cancel

• Your document will print. Be aware that the format is different that what is on the screen. You will be able to view you requisition number, the vendor name, and the separate line items you entered on your requisition.

Bill To UNLY				1		Requis	ition 00000520	-00 FY 200
BOX 45103 4505 S MA LAS VEGAS	3 RYLAND PKU , NV 8915	Y 4-1033		Acct Revie Buyer Statu	No: 21 w: : wal s: All	.01-217 .tont .ocated	-1710.00-30	Page 1
Vendor EMBARQ 330 S VAL	431408007 LEY VIEW E	LVD		2 F 4 I L	hip To ECEIVI 505 HJ ELIVER	NG DEP RYLAND Y HRS: GAS, NV	ARTMENT/UNLV PARKVAY SAM-4PM MON-F 89154	RI
LAS VEGAS USA	, NV 89107	-4361						
Date Ordered	Vendor Number	Date Required	Ship Via		 Terms	 D	epartment	
04/01/08	002656	05/01/08	NET	30 DAY	'5	P	URCHASING & CO	NTRACTS
LN Descrip	tion / Acc	ount				Qty	Unit Price	Net Pric
001 CELL PH	ONE PURCH	& SERV/US.	LGE		F	1.0 A	200.00000	200.0
2101-21	7-1710.00-	30						200.00
Bid Number:		0						
			Requi	sitior	Tota]			200.0
***** Accoun 2101-2	General Le t 17-1710.00	dger Summa	ary Se	ction	*****		Amount Rema	ining Budge
PUR	CHASING SU	PPORT SERV	/ICES	PU	IRCHASI	NG SUP	200.00 PORT SERVICES	30667.0

Option 2: Saving Your Requisition in Electronic Format



- Bring up your requisition and click on the 🖬 icon.
- You should always select *Req Format*. Click

Options	
Choose an option Req Format PO Format	
ОК	Cancel
<	>

• You will next see a *Printing Options* window. These options will default. Click the **Accept icon** ✓.



- The screen will flash and no other selection will be made on this screen.
- Now go back to MUNIS App Center. Open the *System* folder and double click on *Spool File Maintenance*.

SAVING YOUR REQUISITION NUMBER FOR LATER REFERENCING



• Click the **Search icon**^M button, then the **Accept icon**^V button.



• Highlight the requisition and click on the **icon**.

Spool File Mai	ntenance - MUNIS [*** TEST DB Refreshed Tue	: Mar 03 ***]			
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× × •		3 L/ 🔨 🖸 🖉 🖬 🛯	🖬 🗟 U 🗇 🖾 🕅 🙀			
Mass Delete Files	- LIST MODE -					
Uniside Files Choose one of the menu options or use the toobar to act on the highlighted file. NOTE: You can also highlight a file and double click or press CENTERD to preview.						
Dirit Elec	User ID	Spool Name	Report Title	Date ~	Time 🛃	
rink ries	gonza359	gkabval0003.txt	FULL GENERAL LEDGER TABLES VALIDATION	04/22/2009	14:03	
Output List	gonza359	gRabval0004.bit	MONTHLY GENERAL LEDGER TABLES VALIDATION	04/22/2009	14:41	
	gonza359	gitabval0005.bit	MONTHLY GENERAL LEDGER TABLES VALIDATION	04/22/2009	15.22	
	gonza359	gitabval0006.txt	FULL GENERAL LEDGER TABLES VALIDATION	04/22/2009	15:22	
	gonza359	poen/pst0027.txt	P0 PR00F	04/23/2009	13.42	
	gonza359	poen/pst0028.txt	P0 PR00F	04/23/2009	14:23	
	gonza359	gitabval0011.bit	FULL GENERAL LEDGER TABLES VALIDATION	04/23/2009	15.28	
	gonza359	gitabval0010.txt	FULL GENERAL LEDGER TABLES VALIDATION	04/23/2009	11:54	
	gonza359	gRabval0009.txt	FULL GENERAL LEDGER TABLES VALIDATION	04/23/2009	10.52	
	gonza359	gitabval0008.txt	FULL GENERAL LEDGER TABLES VALIDATION	04/23/2009	09.06	
	gonza359	glopenyr0001.txt	START CURRENT YEAR	04/23/2009	14:00	
	gonza359	gitabval0007.txt	MONTHLY GENERAL LEDGER TABLES VALIDATION	04/23/2009	09:03	
	gonza359	glolosyr0001.txt	CLOSE CURRENT YEAR	04/23/2009	13.48	
	gonza359	gleoyt/b0001.txt	2008 FINAL TRIAL BALANCE	04/23/2009	13.55	
	niteni	sgentpst0001.txt	REQUISITION PRINT	04/30/2009	19.30	

• You will next see the screen below. Always select *Windows (default)* and click *OK*.



• Your requisition will appear. To save your requisition click on File → Save As.

雪 9	9_84156_rgentpst.	138.doc - Microsoft Word				
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	Save As	ier New 🔹 10 🔹 🖪	Ⅰ 및 ■書書書簿・旧日常課	🖸 • 🌌 • 🛕 • 💂		
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			Bill To	Requisition 00000520-00	FY 2008	
1			UNLV			
			BOX 451033 4505 S NARVLAND PRWY	Acct No: 2101-217-1710.00-30 Review:		
-			LAS VEGAS, NV	Buyer: waltont		
			89154-1033	Status: Allocated	Page 1	
			Vendor 431408007	Ship To		
			ENBARQ	RECEIVING DEPARTMENT/UNLV		
			330 S VALLEY VIEW BLVD	4505 MARYLAND PARKWAY		
N .				LAS VEGAS, NV 89154		

• You will need to select your save location, change the File Name, and choose which file type to save as. You can leave as *.txt* or may change it to like to *.doc*.

SAVING YOUR REQUISITION NUMBER FOR LATER REFERENCING

BO	X 451033			Acct No:	2101-217	-1710.00-:	30	
4505 S MARYLAND PKWY Review:								
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	Save As						?	
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		File <u>n</u> ame:	99_84156_rgent	pst.038.t×t		~	<u>S</u> ave	
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Bid	***** Gene	ral Ledger	Single File Web P Web Page (*.htm Web Page, Filter Document Templa Rich Text Format Plain Text (*.txt)	age (*.mht; *.ml n; *.html) ed (*.htm; *.htm ate (*.dot) : (*.rtf)	ntml) I)	<	Pemeining	200.00 Budget
	2101-217-1	710 00-30				2000 0000	nearering	Daaget

• Exit the screens.

General Information – How to Search in MUNIS

• When using the **search/find icon** function you are able to narrow your search. You may use an * as a wildcard. In this example, any record that begins with OFFIC will be found and displayed. You may use an * in front or behind a key phrase.



- After typing in the criteria for the search you may come up with a large list or only a few items.
- The various records can be viewed individually by clicking the forward and back arrows or in a list by clicking

